

# 2004 CFC Preliminary Report Form 200

**Department:** Department of Energy, CFC Unit Reporting No. \_\_\_\_\_

Your Initials\_\_\_\_\_ Date\_\_\_\_\_ Org Code\_\_\_\_\_ Week No.\* (circle) 1 2 3 4 5 6 7 8 9 10

\* *The week of Oct. 4 starts as “Week No. 1”*

1. Fill out the table, below, based on the information contained on each Pledge Card Carrier (Form 100).
2. Verify each yellow copy of any enclosed pledge form for signature and authorization of a payroll deduction.
3. Write your CFC Unit reporting number, initials, date, and organization code (e.g., ME, SC, NE, IG, etc).
4. Circle the week number.
5. Xerox this sheet for your records.
6. Write your OrgCode and Week No. on each Form 100 being submitted.
7. Leave the Form 100 intact; do NOT separate the yellow pocket from the white pocket.
8. Secure this sheet to the top of your Form 100s with a spring clip or rubber band (depending upon bulk) .
9. Deliver to Kathryn Chantry, Deputy Campaign Manager/Deputy Manager for Finance, in 3H-051 (FOR) by *COB* every Wednesday. Phone 3-9142.

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